



CHAPTER 7

MS – Word Basics

7. MS – Word Basics

7.1 Introduction to Word Processing and MS-Word

Word processing is the composition, editing, formatting, and sometimes printing of any sort of written material. Word processing can also refer to advanced shorthand techniques, sometimes used in specialized contexts with a specially modified typewriter or computer these days.

Microsoft Word is “word processing” software which comes under the category of Application Software and developed by Microsoft. The basic purpose of MS word is for typing letters, reports and various other documents. It enables you to use your home computers/desktop computers, laptops or hand held devices for desktop publishing.

7.2 Starting MS Word 2010 Application

Click on the **Start button**, click on **All Programs**, click **Microsoft Office**, and then click Microsoft Office Word 2010. A New Blank document will open.

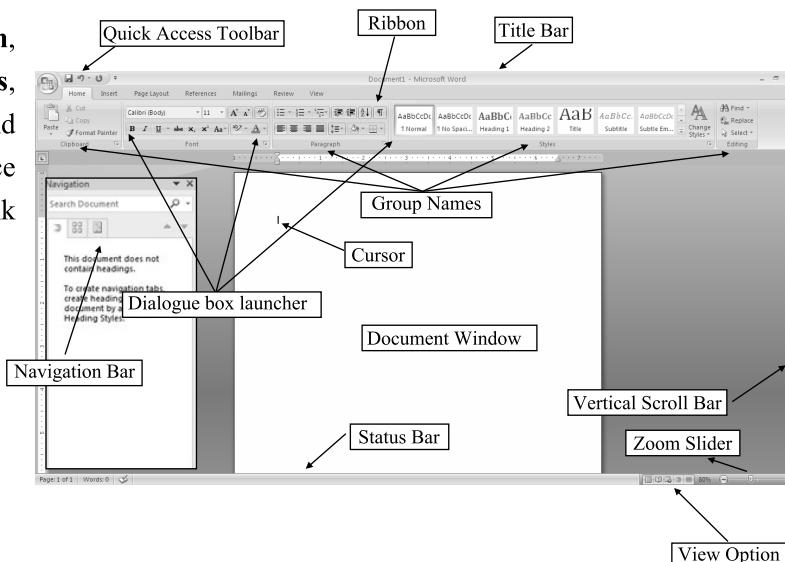


Figure 7.1: Working in Word Environment

Component Name	Description
Quick Access Toolbar (QAT)	Displays buttons to perform frequently used commands with a single click. Frequently used commands in Word include Save, Undo, Redo, and Print. For commands that you use frequently, you can add additional buttons to the Quick Access Toolbar.
Ribbon	Organizes commands on tabs, and then groups the commands by topic for performing related document tasks.
Tabs	Display across the top of the Ribbon, and each tab relates to a type of activity; for example, laying out a page.
Group name	Indicate the name of the groups of related commands on the displayed tab.
Dialog box launcher	A small icon that displays to the right of some group names on the Ribbon; it launches a dialog box.
Status bar	Displays, on the left side, the page and line number, word count, and the Proof button. On the right side, displays buttons to control the look of the window.
View options	Contains buttons for viewing the document in Print Layout, Full Screen Reading, Web Layout, Outline, or Draft views, and also displays controls to Zoom Out and Zoom In.
Zoom slider	The Zoom Slider increases or decreases the viewing area.
Vertical scroll bar	Enables you to move up and down in a document to display text that is not visible.
Title bar	Displays the name of the document and the name of the program.

Table 7.1 Component of MS Word GUI

7.2.1 Quick Access Toolbar

This toolbar is next to the File Tab. This toolbar has the following options:



Figure 7.2: Quick Access Toolbar

- Save {Ctrl + S} : to save the file in by default mode
- Undo {Ctrl + Z} : to undo the last activity
- Redo {Ctrl + Y} : to redo the last activity

One can customize (add or remove menu options) this “Quick Access Toolbar” and can add or remove the options available.

QUICK REVIEW

- ▶ Can you add a command in Quick Access toolbar?
- ▶ How would you move the quick access toolbar below the Ribbon?

7.2.2 File Tab

This button allows you to save, save as, open, opening recent document, and many other options. To access these options press File button.



Figure 7.3: File Tab

- **Save:** Save option allows you to save an unsaved document, on that you are currently working.
- **Save As:** Save As allows you to save document in different formats such as, Word Document, Word 97-2003, Word Template, PDF, and in many other formats.
- **Open:** Open button provides the access to previously saved documents.
- **Close:** Close button allows you to exit from the current document.
- **Info:** The info button provides the information about the current document you are working on. It also allows you to edit that information, and also provides an option to protect your document by setting passwords.
- **Recent:** The recent option allows you to reopen the recent opened files. And it has also option to pin the files which are frequently opened.
- **New:** The New button allows you to create new document. It has also option to create document from the templates online which office provides.
- **Print:** The print option allows you to print the document you are currently working on. The print button also provides the print preview on the side of the page and also allows you to printing settings.
- **Save & Send:** Save & Send option allows you to save and send the current document you are currently working on in the different ways such as, Send as attachment, Send as PDF, Send a link, Send as XPS, Send as Internet Fax, Send Using Email, Save to Web, Save to

SharePoint, and with many other options.

- **Help:** The Help option allows you to get help with the Microsoft Office, such as getting started with Office, online help and so on.
- **Options:** The Options button allows you to make changes the in the Microsoft Word.
- **Exit:** The Exit button exits from the Microsoft Word.

7.3 Creating & Saving a New File in MS Word 2010

When you start Word 2010 without opening an existing document, a new blank document is displayed, ready for you to enter your content. You can also create a new document while Word 2010 is running. The cursor, a blinking vertical line in the upper-left corner of the page, shows where the next character you type will appear. When the cursor reaches the right margin, the word you are typing automatically moves to the next line. Pressing the Enter key starts a new paragraph.

To create a new document:

1. Click the **File** tab, and then click **New**. The **New** page of the **Backstage** view displays thumbnails of the available templates and template categories (see Figure 7.2.1).
2. Under **Available Templates**, click **Blank document**.
3. Click the **Create** button. A new blank document opens in a new window.

TIP: You can also press **Ctrl+N** to create a new document.

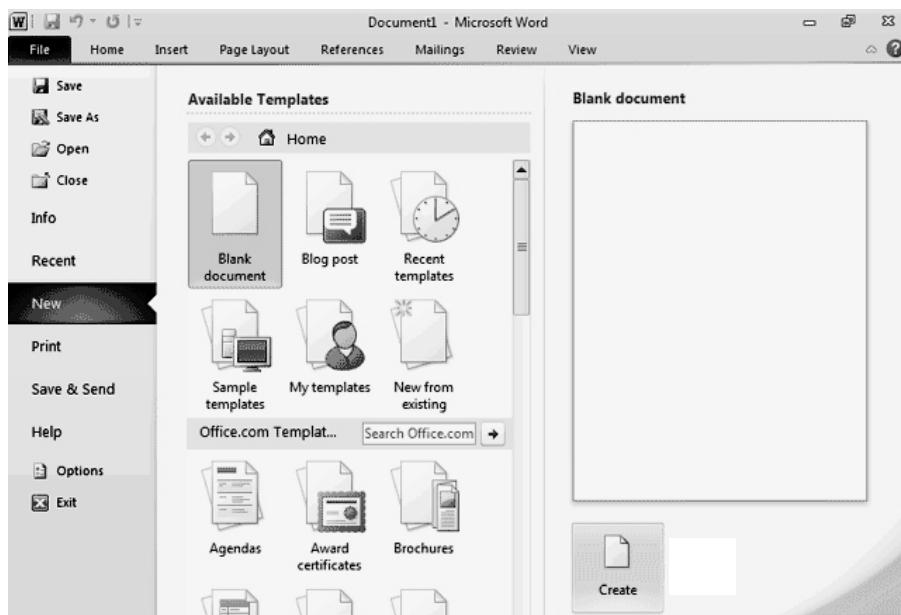


Figure 7.4 – New Page of the Backstage View

Saving Documents

Each document you create is temporary unless you save it as a file with a unique name or location. You can use Word 2010 to save a document in the Word 97-2003 Document format to make it

compatible with earlier versions of Word.

To save a document for the first time:

1. On the **Quick Access** toolbar, click the **Save** button Or press **Ctrl+S**. The **Save As** dialog box opens (see Figure 7.2.2).
2. In the left **Navigation** pane, select a location to save the file or leave the default location.
3. In the **File name** box, type a name for the document.
4. Click the **Save** button.

USEFUL TIP

File names can have up to 250 characters and can include any combination of alphanumeric characters, spaces, and special characters, with the exception of the forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (*), question mark (?), quotation mark ("), pipe symbol ()|, and colon (:)

QUICK REVIEW

- Can you include a space character in file name while saving in Word 2010?
- What is the difference between Save and Save as options under File Tab?

Using Save As

The **Save As** command can be used to save a document in a different location, with a different file name, or in a different file format. To use the **Save As** command:

1. Click the **File** tab, and then click **Save As**. The **Save As** dialog box opens (see Figure 7.2.2).

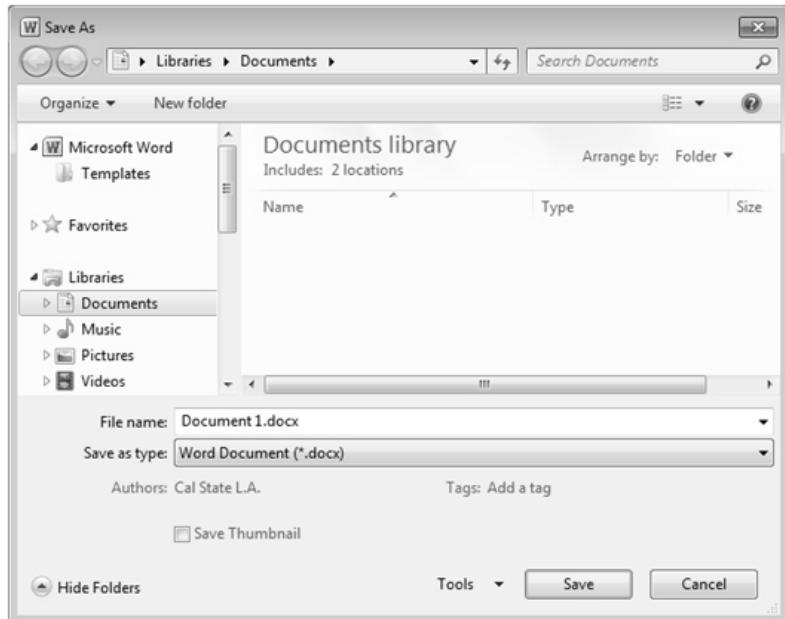


Figure 7.5 – Save As Dialog Box

2. To save the document in a different location, select the desired location in the left **Navigation** pane.
3. To save the document with a different file name, type the desired name in the **File name** box.

4. To save the document in a different file format, select the desired file format from the **Save as type** list.

Click the **Save** button.

Closing Documents

When you finish working on a document, you should close the file. If the document contains any unsaved changes, you will be prompted to save the changes before closing the file.

To close a document:

1. Click the **File** tab, and then click **Close**.

7.4 Opening MS Word file using GUI and Shortcuts

Opening Documents

When you save a document, it is saved as a file. You can open the document at a later time to view it, modify it, or print it. To open a document:

1. Click the **File** tab, and then click **Open**. The **Open** dialog box opens (see Figure 7.6).

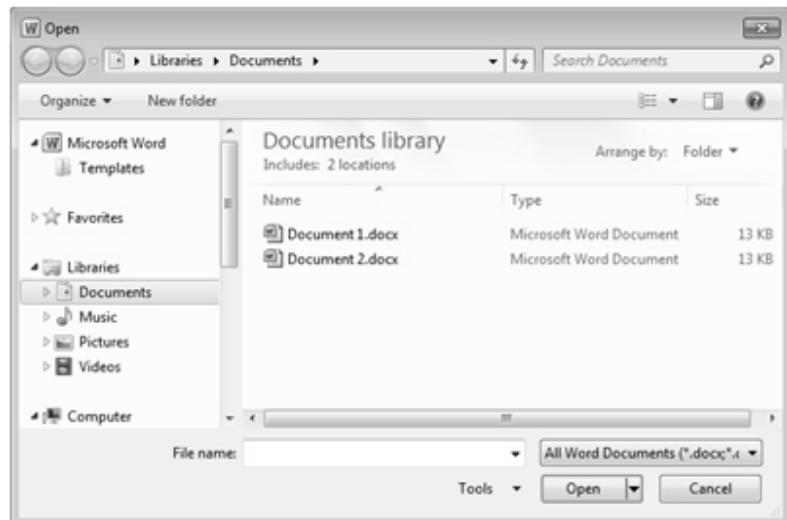


Figure 7.6 – Open Dialog Box

2. Locate and select the file that you want to open.

NOTE: If the file you want to open is not in the default folder, use the left **Navigation** pane in the **Open** dialog box to select the appropriate drive or folder.

3. Click the **Open** button.

7.5 Typing in MS-Word 2010

Most documents require some editing. After creating a document, you may want to add or remove text, or move text from one place to another. This section covers how to perform basic tasks such as selecting, deleting, copying, and moving text; and undoing and redoing changes.

Selecting Text

In order to perform certain tasks, you must first select the text. You can use the mouse, the keyboard, or the selection area (an invisible area in the document's left margin) to make a selection. Selected text appears highlighted on the Screen. Do the following to select the text:

1. To select a word, double-click anywhere in the word.
2. To select a sentence, hold down the **Ctrl** key and click anywhere in the sentence.
3. To select a line, click in the selection area to the left of the line.
4. To select a paragraph, triple-click anywhere in the paragraph. Or, double-click in the selection area to the left of the paragraph.
5. To select the entire document, triple-click in the selection area. Or, press **Ctrl+A**.
6. To select adjacent words, lines, or paragraphs, drag the mouse pointer over the text. Or, click at the beginning of the text, and then hold down the **Shift** key and click at the end of the text.
7. To select non-adjacent words, lines, or paragraphs, make the first selection, and then hold down the **Ctrl** key and make the second selection.

QUICK REVIEW

- Can you move to start of a line by just pressing one key?
- How many space characters inserted when you press a TAB Key?
- What is difference between deleting a text through DEL key and Backspace

Deleting Text

You can use the Backspace or Delete key to delete text one character at a time. The Backspace key removes the character to the left of the cursor; the Delete key removes the character to the right of the cursor. You can also select and delete a word, sentence, paragraph, or block of text. To delete text:

1. Select the text that you want to delete, and then press the **Delete** key.

Copying and Moving Text

When editing a document, you may want to move or copy text. If you want to duplicate text in another location, you can copy the text rather than retype it. When you move text, the text is deleted from its original location and placed in the new location.

USEFUL TIP

Cut or copied text is stored on the **Clipboard**, a temporary storage area. You can access it by clicking the dialog box launcher in the **Clipboard** group on the **Home** tab of the **Ribbon**.

To copy text:

1. Select the text that you want to copy
2. On the **Home** tab, in the **Clipboard** group, click the **Copy** button or press **Ctrl+c**
3. Click in the document where you want to paste the text
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button or press **Ctrl+v**

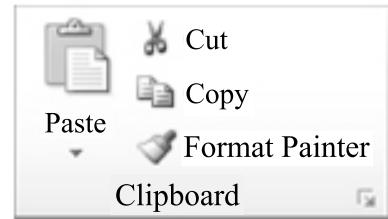


Figure 7.7 – Clipboard command group

QUICK REVIEW

► What is difference between pressing **Ctrl+x** and **Ctrl+c** buttons?

To move text:

1. Select the text that you want to move.
2. On the **Home** tab, in the **Clipboard** group, click the **Cut** button or press **Ctrl+x**
3. Click in the document where you want to paste the text.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button or press **Ctrl+v**

Undoing and Redoing Changes

The Undo command allows you to reverse the results of the previous action. Once the Undo command is used, the Redo command becomes available. The Redo command allows you to restore the results of the action you reversed with the Undo command.

To undo an action:

1. On the **Quick Access** toolbar, click the **Undo** button Or press **Ctrl+z**

To redo an action:

On the **Quick Access** toolbar, click the **Redo** button Or press **Ctrl+y**

QUICK REVIEW

► How many times you can press undo command in a word document?

7.6 Introduction to Font, Style, Color and Other Options



Figure 7.8: Ribbons

Ribbon term was introduced with Microsoft Office suite 2007. This ribbon/ribbon tab/tab contains Home, Insert, Page Layout, References, Mailings, Review and View as various options which are explained individually in this chapter.

7.6.1 Home Tabs

Home contains several groups as Clipboard, Font, Paragraph, Styles and Editing. Each group has specific purpose to serve.

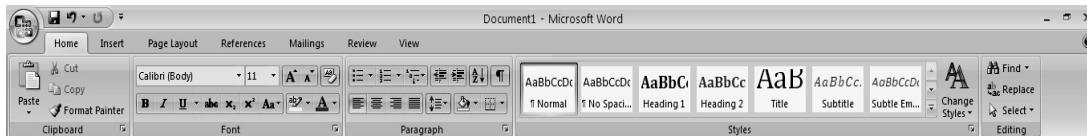


Figure 7.9: Home Tab

Clipboard Group contains basic buttons for various options as mentioned below:-

Shortcut/Icons	Description
Paste	Paste- MS Word option offer several options to duplicate a text/object from one place to another.
Cut	Cut {Ctrl+ X}- Cut is used to remove selected {to select all press Ctr + A} text/image
Copy	Copy- In order to duplicate a text/image we need to copy the text and then Paste it at destination
Format Painter	Format Painter {Ctrl + Shift + C}- Format painter copies the format of a specific text which alter can be applied to a different section of the document.

Table 7.2 Clipboard Group Options

Font Group contains various attributes of the font such as:

Shortcut/Icons	Description
Calibri (Body)	font style
11	font size
A ⁺ A ⁻	Grow/shrink font
Aa	changing the case (upper to lower and vice-versa)
Aa	clear formatting
B I U	bold, italic, underline
abe	strike text
x ₂ x ²	text with sub script, text with superscript
A	Apply a shadow, glow reflection effect to selected text
ab	highlighting the text with desired color
A	text color

Table 7.3 Font Group Options

Formatting Documents

Word 2010 includes a number of features that can be used to easily format a document. Formatting enhances the appearance of a document and makes it look professional.

Live Preview

The Live Preview feature allows you to see how different formatting options will look before you apply them. As you move the mouse pointer over the list items or thumbnail images in the galleries, the formatting of the selected text or object in the document temporarily changes. You can apply the previewed formatting by clicking the selected option. You can also cancel live previewing without making any changes by pressing the Esc key.

Mini Toolbar

The Mini toolbar contains frequently used formatting commands and appears in a semi-transparent mode whenever text is selected. Moving the mouse pointer over the toolbar activates it and makes the options available for use.

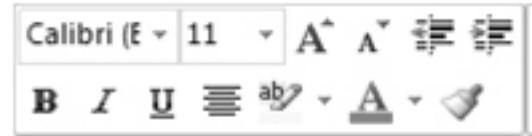


Figure 7.10 – Mini Toolbar

Formatting Characters



Figure 7.11 – Font Command Group

Character formatting enhances the appearance of text and includes font, font size, font style and effect, and font color. You can use the commands in the Font group on the Home tab of the Ribbon to quickly apply character formatting.

Changing the Font

A font is defined as a group of characters sharing similar type attributes. The default font in new Word 2010 documents is Calibri.

To change the font:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font** arrow and select the desired font from the list.

Changing the Font Size

Font size is measured in points. The larger the font size, the larger the text. The default font size in new Word 2010 documents is 11 points.

To change the font size:

1. Select the text that you want to format.

On the **Home** tab, in the **Font** group, click the **Font Size** arrow and select the desired font size from the list. If a font size you want is not listed in the **Font Size** list, click in the **Font Size** box, type the desired number, and then press the **Enter** key.

USEFUL TIP

You can also change the font size by clicking the **Grow Font** button or **Shrink Font** button in the **Font** group on the **Home** tab of the **Ribbon**.

QUICK REVIEW

- Can you copy the format attributes of a text and apply it to other?
- How would you change the Alphabet in capital in whole document?

Applying Font Styles and Effects

You can apply one or more font styles and effects to text. Font styles are attributes such as bold and italic; effects are special enhancements such as strikethrough and shadow.

Name	Description
Bold	Makes the selected text bold (example).
Italic	Italicizes the selected text (example).
Underline	Draws a line under the selected text (example). Click the arrow on the button to select the type of underline.
Strikethrough	Draws a line through the middle of the selected text (example).
Subscript	Creates small letters below the text baseline (example).
Superscript	Creates small letters above the line of text (example).
Text Effects	Applies a visual effect (such as a shadow, glow, or reflection) to the selected text.
Change Case	Changes all the selected text to uppercase, lowercase, or other common capitalizations.

Table 7.4 Font Properties

To apply a font style or effect:

1. Select the text that you want to format.

On the **Home** tab, in the **Font** group, click the button for the desired font style or effect. If the button has an arrow, click the arrow to see more options.

USEFUL TIP

The **Bold**, **Italic**, **Underline**, **Strikethrough**, **Subscript**, and **Superscript** buttons are toggles. If you select text to which one of these formats has been applied, and then click the corresponding button, that format is removed.

Changing the Font Color and Highlighting Text

You can emphasize important text by changing the font color or applying highlighting.

To change the font color:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font Color** button to apply the most recently used color, or click the **Font Color** arrow and select a different color from the color palette

To highlight text:

1. Select the text that you want to highlight.

On the **Home** tab, in the **Font** group, click the **Text Highlight Color** button to apply the most recently used color, or click the **Text Highlight Color** arrow and select a different color from the color palette.

USEFUL TIP

You can remove a highlight by clicking the **Text Highlight Color** arrow, and then clicking **No Color**.

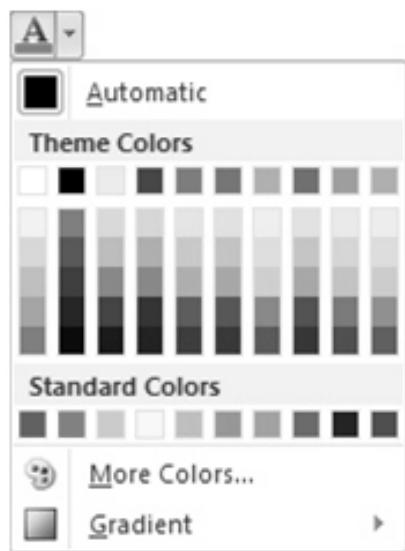


Figure 7.12 – Font Color Palette



Figure 7.13 – Text Highlight Color Palette

Clearing Formats

You can use the Clear Formatting command to remove all formatting and styles from selected text, leaving only the plain text.

To clear formats:

1. Select the text that has the formatting you want to clear.
2. On the **Home** tab, in the **Font** group, click the **Clear Formatting** button.

Copying Formats

The Format Painter command allows you to copy the formatting of specific text and apply it to other text in the document. This feature can save you time and effort when multiple formats have been applied to text and you want to format additional text with all the same formats.

To copy formats:

1. Select the text that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button. The mouse pointer changes to an I-beam with a paintbrush.

Select the text to which you want to apply the copied formatting.

USEFUL TIP

If you want to apply the copied formatting to more than one area, double-click the **Format Painter** button instead of single-clicking it. This keeps the **Format Painter** active until you press the **Esc** key.

7.7 Introduction to Paragraphs, Alignment, Bullets and Numbering

Paragraph Group contains options for adding bulleted text. This bulleting can be of ordered type or unordered type. Indentation, alignment, line spacing, shading and border are the options available under paragraph.

Formatting Paragraphs

Paragraph formatting refers to the layout of a paragraph on the page. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can use the commands in the Paragraph group on the Home tab of the Ribbon to quickly apply paragraph formatting.

NOTE: You can display or hide formatting marks such as spaces, tabs, and paragraph marks by

clicking the **Show/Hide** button in the **Paragraph** group on the **Home** tab of the **Ribbon**.

Aligning Paragraphs

Paragraph alignment refers to the position of each line of text in a paragraph between the left and right margins. The Paragraph group on the Home tab of the Ribbon contains four alignment buttons that can be used to quickly change the alignment of a paragraph.



Figure 7.14 – Paragraph Group on the Home Tab

Shortcut/Icons	Description
	Bullet List
	Ordered/Numbered List
	Multilevel List
	Decrease/Increase Indent
	Sort
	Show paragraph Marks
	Align Text left
	Align Text Center
	Align Text right
	Align Justify
	Line and Paragraph Spacing
	Paragraph Shading
	Border

Table 7.5 Paragraph Group Options

To change the alignment of a paragraph:

1. Select the paragraph that you want to align.
2. On the **Home** tab, in the **Paragraph** group, click the desired alignment button.

NOTE: You can also change the alignment of a paragraph by clicking the dialog box launcher in the **Paragraph** group to open the **Paragraph** dialog box, and then selecting the desired **Alignment** option in the **General** section on the **Indents and Spacing** tab.

Name	Description
Align Text Left	Aligns each line of the paragraph at the left margin, producing a ragged right edge. This is the default alignment.
Center	Aligns the center of each line in the paragraph between the left and right margins, producing ragged left and right edges.
Align Text Right	Aligns each line of the paragraph at the right margin, producing a ragged left edge.
Justify	Aligns each line of the paragraph between the left and right margins, producing even left and right edges.

Table 7.6 Paragraph Alignment Options



Figure 7.15 – General Section in the Paragraph Dialog Box

QUICK REVIEW

- ▶ What is purpose or Paragraph Shading Command under Paragraph Command Group?
- ▶ How would you show/Hide the Paragraph marks in a document?

Changing Line and Paragraph Spacing

Line spacing determines the amount of space between the lines of text in a paragraph. Paragraph spacing determines the amount of space above or below a paragraph. In Word 2010, the default spacing is 1.15 line spacing and 10 points after each paragraph.

To change the line spacing within a paragraph:

1. Select the paragraph that you want to format.
2. On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button and select the desired line spacing option.

NOTE: For additional options, click the dialog box launcher in the **Paragraph** group to open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Spacing** section, select the desired option from the **Line spacing** list, and then click the **OK** button. If you select the **At least**, **Exactly**, or **Multiple** option, you can enter the desired value in the **At** box.



Figure 7.16 – Line and Paragraph Spacing Menu

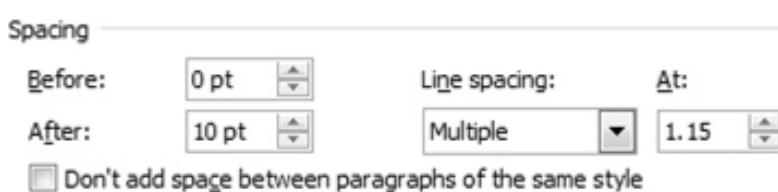


Figure 7.17 – Spacing Section in the Paragraph Dialog Box

To change the spacing before or after a paragraph:

1. Select the paragraph that you want to format.

2. On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Add Space Before Paragraph** or **Remove Space After Paragraph**. The options available on the menu depend on the **Before** and **After** settings of the selected paragraph.

Indenting Paragraphs

Indenting a paragraph refers to moving it away from the left, the right, or both margins. You can indent an entire paragraph on one side or the other to make it stand out from the surrounding text. You can also indent only the first line of a paragraph (which is called a first line indent), or indent all lines except the first line (which is called a hanging indent). Paragraphs can be indented using the Ribbon, the horizontal ruler, or the Paragraph dialog box.

To indent a paragraph using the Ribbon:

1. Select the paragraph that you want to indent.
2. On the **Home** tab, in the **Paragraph** group, do one of the following:
 - a. To increase the left indent of the paragraph in half-inch increments, click the **Increase Indent** button.
 - b. To decrease the left indent of the paragraph in half-inch increments, click the **Decrease Indent** button.

To indent a paragraph using the horizontal ruler:

1. If the horizontal ruler is not visible, click the **View Ruler** button at the top of the vertical scroll bar.
2. Select the paragraph that you want to indent.
3. On the horizontal ruler, do the following:
 - a. To change the left indent of the entire paragraph, drag the **Left Indent** marker to the position where you want the text to start.
 - b. To change the right indent of the entire paragraph, drag the **Right Indent** marker to the position where you want the text to end.
 - c. To create a first line indent, drag the **First Line Indent** marker to the position where you want the first line to start.
 - d. To create a hanging indent, drag the **Hanging Indent** marker to the position where you want all lines except the first line to start.

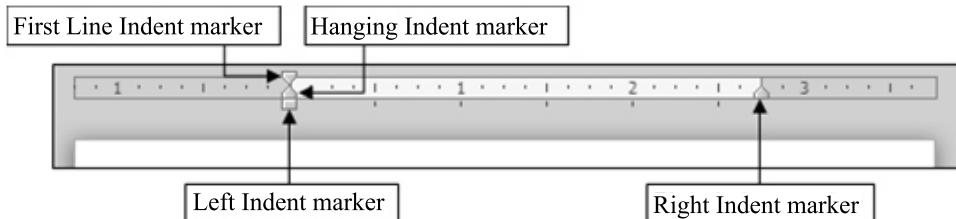


Figure 7.18 – Horizontal Ruler with Indent Markers

NOTE: If you want to set precise indent settings, click the dialog box launcher in the **Paragraph** group to open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** section, enter the desired values, and then click the **OK** button.

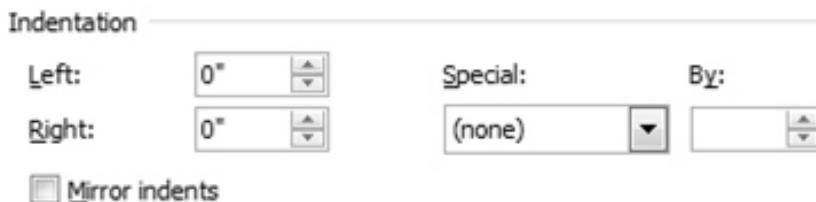


Figure 7.19 – Indents and Spacing

Creating Bulleted and Numbered Lists

Bulleted and numbered lists make documents easier to read and understand. When you want to emphasize items in a list in no particular order, create a bulleted list. When you want to present a sequence of information or list items by order of importance, create a numbered list. You can add bullets or numbers to existing lines of text, or Word can automatically create bulleted or numbered lists as you type. You can also create a list that has multiple levels.

To create a bulleted list:

1. Click in the document where you want to add the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button.
3. Type the text for the first list item.
4. Press the **Enter** key to add the next list item.
5. To end the list, press the **Enter** key twice.

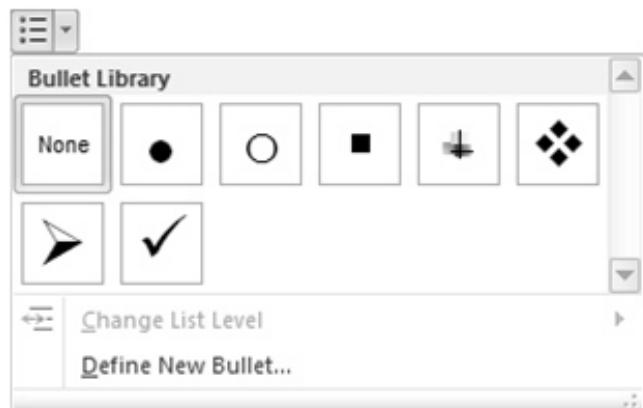


Figure 7.20 – Bullets Gallery

NOTE: You can change the bullet symbol by clicking the **Bullets** arrow and selecting the desired option from the gallery.

To create a numbered list:

1. Click in the document where you want to add the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button.
3. Type the text for the first list item.
4. Press the **Enter** key to add the next list item.
5. To end the list, press the **Enter** key twice.

If you move an item within a numbered list, Word will renumber the list to keep the items in the correct order. You can change the number style by clicking the **Numbering** arrow and selecting the desired option from the gallery.



Figure 7.21 – Numbering Gallery

To create a multilevel list:

1. Click in the document where you want to add the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Multilevel List** button and select the desired style from the gallery.

3. Type the text for the first list item.
4. Press the **Enter** key to add the next list item.
5. Continue creating the list of items that are all at the same level.
6. To change the list level, do one of the following:
 - a. Press the **Tab** key to demote the list level.
 - b. Press **Shift+Tab** to promote the list level.
7. To end the list, position the insertion point at the end of the last list item, press the **Enter** key, and then press the **Delete** key.

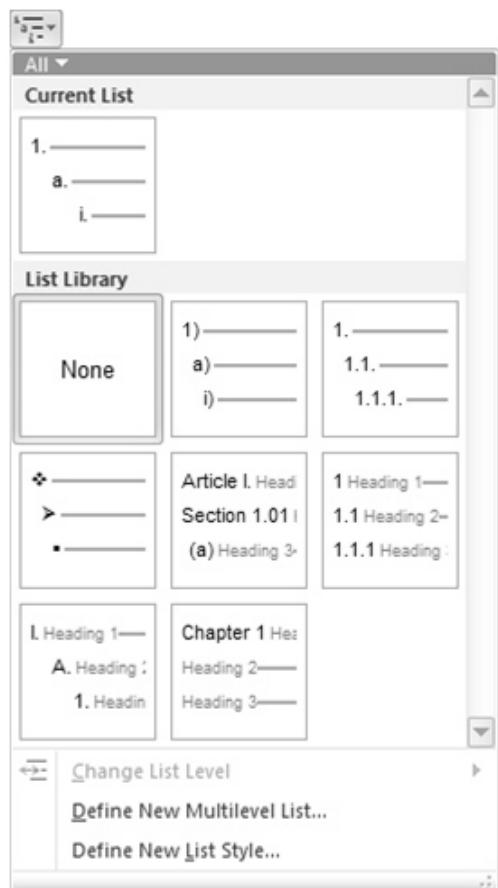


Figure 7.22 – Multilevel List Gallery

To add bullets or numbers to text:

1. Select the text that you want to add bullets or numbers to.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** or **Numbering** button.

USEFUL TIP

If the numbering sequence is incorrect, right-click the list item, and then click **Restart at 1** or **Continue Numbering** on the shortcut menu.

To remove bullets or numbers from a list:

1. Select the list from which you want to remove bullets or numbers.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets or Numbering** button.

7.8 Title Bar

Title is the vertical bar present on top of the word document. This bar contains the title of the document. By default it contains Document X where X denotes the number of the document.

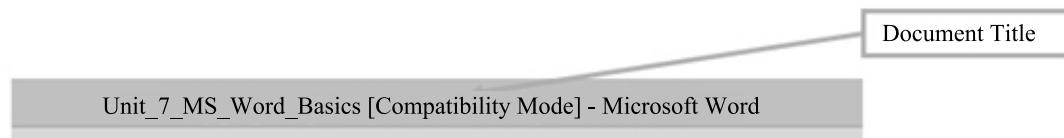


Figure 7.23: Title Bar

7.9 Status Bar

The bottom most horizontal bar is known as “Status Bar”. It contains several options such as: Page Number, Word Count, Spelling and Grammar check (Proof Check), Language etc.

Customizing Status Bar: The user can add or remove the content of the Status Bar, just like in case of “Quick Access Toolbar” or any other bars

Following options are available while customizing the status bar:

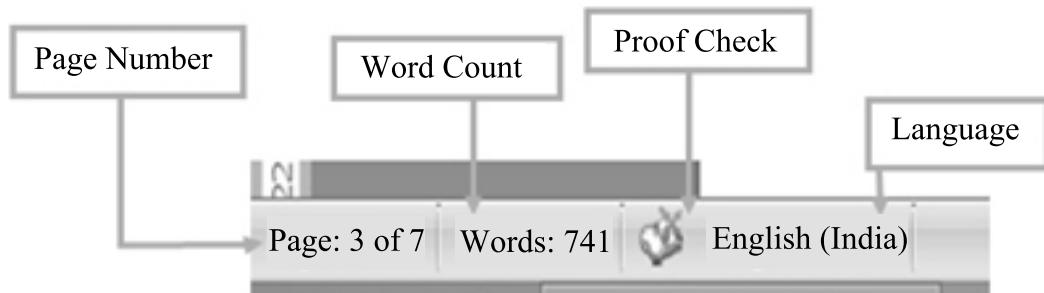


Figure 7.24: Status Bar

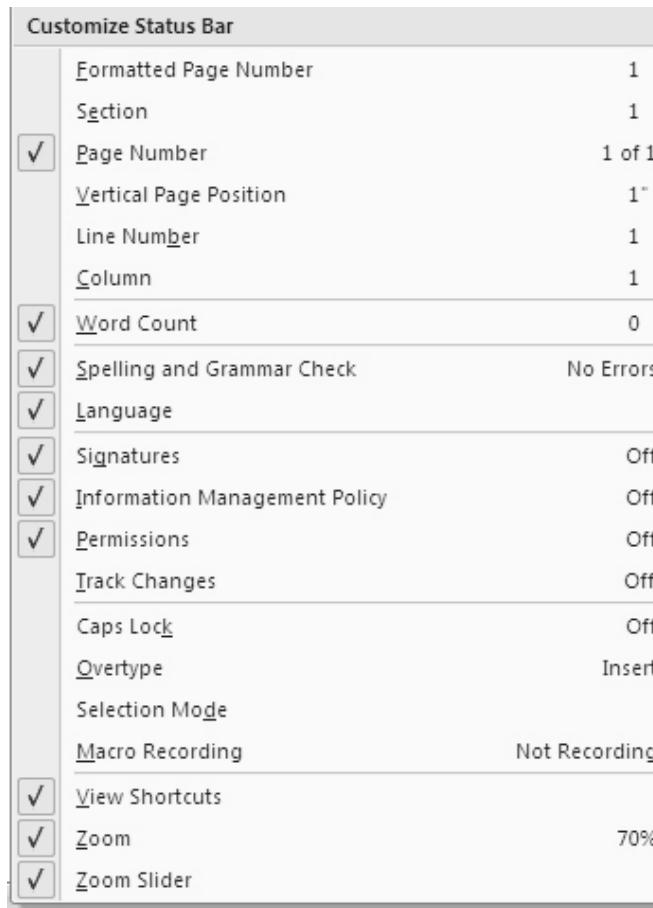


Figure 7.25: Customizing Status Bar Title Bar

QUICK REVIEW

- Can you change the information being displayed at status bar?

7.10 Page Layout

Page Layout group menu option contains various groups such as “Themes”, “Page Setup”, “Page Background”, “Paragraph” etc.

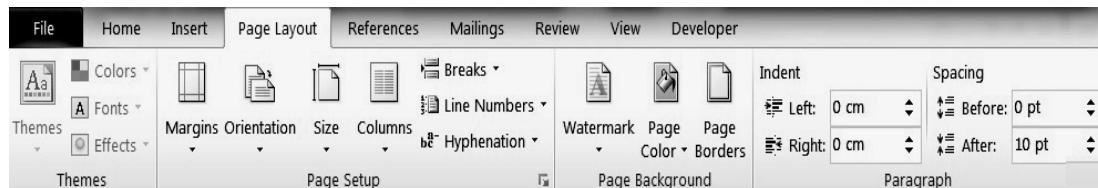


Figure 7.26: Page Layout

In **Themes Group** the available options are:

Shortcut/Icons	Description
 Themes ▾	Change the overall design of the document
 Colors ▾	Change the color of the current theme
 Fonts ▾	Change the Font of the current theme
 Effects ▾	Change the effect of the current theme

Table 7.7 Themes Group Option

In **Page Setup Group** the available options are:-

Shortcut/Icons	Description
 Margins ▾	Select the Margin size of the entire document or current section
 Orientation ▾	Switch the page between portrait and landscape layout
 Size ▾  Columns ▾	Choose the paper size of the current section Split text into two or more columns
 Breaks ▾	Add Page, Section or column breaks
 Line Numbers ▾	Add line number in the margin alongside of each line of the document
 Hyphenation ▾	Turn on Hyphenation, which allows the Word to break lines between the syllables of words

Table 7.8 Page Setup Group Options

To change the default margins, click Margins after you select a new margin, and then click Custom Margins. In the Page Setup dialog box, click the Default button, and then click yes. The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.

To change the margins for part of a document, select the text, and then set the margins that you want by entering the new margins in the Page Setup dialog box. In the Apply to box, click selected text. Microsoft Word automatically inserts section breaks before and after the text that has the new

margin settings. If your document is already divided into sections, you can click in a section or select multiple sections and then change the margins

In **Page Background Group** the available options are:

Shortcut/Icons	Description
 Watermark	Insert ghosted text behind the content of the page
 Page Color ▾	Choose a color for the background of the page
 Page Borders	Add or change the border around the page

Table 7.9 Page Background Control Options

In **Paragraph Group** the available options are:

Shortcut/Icons	Description
Indent  Left: 0"  Right: 0.02"	Move in the left/right side of the paragraph by a certain amount
Spacing  Before: 0 pt  After: 0 pt	Change the spacing between the paragraphs by adding spaces below the selected paragraph.

Table 7.10 Paragraph Group Options

In **Arrange Group** the available options are:

Shortcut/Icons	Description
 Position ▼	Position the selected object on the page
 Wrap Text ▼	Change the way text wraps around an image/selected object
 Bring Forward ▼	Bring the selected object forward
 Send Backward ▼	Send the selected object backward
 Selection Pane	Show the selection pane to help select individual objects and to change their order and visibility
 Align ▼	Align the edges of multiple selected objects
 Group ▼	Group objects together
 Rotate ▼	Rotate or flip the selected object

Table 7.11 Arrange Group Options

Multiple Choice Questions

1. Which of the following is not the font-style in MS Word?
 - a. Subscript
 - b. Bold
 - c. Regular
 - d. Italics
2. Which key enables you to delete the character(s) to the right of the cursor?
 - a. End
 - b. Backspace
 - c. Delete
 - d. Home
3. Page orientation option is available under which tab?
 - a. Page Layout
 - b. References
 - c. View
 - d. Mailings
4. Times New Roman is a:
 - a. Font
 - b. Page Layout
 - c. Printing
 - d. None of the above
5. To enter a new paragraph into a document, press the _____ key.
 - a. CTRL
 - b. ALT
 - c. ENTER
 - d. ESC
6. You can select a paragraph by using the _____ key(s).
 - a. CTRL+END
 - b. SHIFT+HOME
 - c. CTRL+SHIFT+DOWN ARROW
 - d. CTRL+SHIFT+END
7. With which view can you see how text and graphics will appear on the printed page?
 - a. Normal
 - b. Print Layout
 - c. Outline
 - d. Web Layout
8. Portrait and Landscape are:-
 - a. Page Orientation
 - b. Paper Size
 - c. Page Layout
 - d. All of above
9. Which feature helps you to remove the formatting of selected text?
 - a. Clear Formatting
 - b. Format Painter
 - c. Page Setup
 - d. Styles
10. Using which of the following, you can switch between portrait and landscape modes in a document?
 - a. header and footer toolbar
 - b. print layout view
 - c. page setup dialog box
 - d. none of the above